

TO:

- * This form is accompanied by:
- Draft Consent Order
 - Draft Final Order
 - Draft NOV w/ supporting documentation
 - Draft Site Access Order
 - Draft Admin. Complaint for License or Permit Revocation
 - Case Report
 - Other

* FROM:

* DATE:

- * Has this matter ever been assigned an OGC#? No Yes * If yes, OGC#
 (If an OGC# was assigned for any reason, please include it here.)
- * Does this matter involve the State 404 Program? No Yes * If yes, a program attorney will also be assigned

The following information is necessary for entry in the Legal Case Tracking System (LCTS):

* Case Name:
 (The case name should mirror the caption in the enforcement action, e.g. DEP v. _____.)

* Case Alias:
 (If you refer to the respondent, defendant, site, or matter in another way, include that here, e.g. Facility Name, etc.)

* Responsible Office: * County:

* District Contact:

* Program Area: 2nd Program Area:

* Date Compliance/Enforcement Case Opened by District:

If available, please include the following information:

Facility/Site ID No.	EPA ID No.
Project No.	SWIFT/FIRST Enforcement Tracking Activity No.

* **Link to supporting documentation for NOV:** (Only include those documents that are necessary to support the violations in the NOV.)

Comments: